

PREFACE

“School systems are not responsible for meeting every need of their students. But when the need directly affects learning, the school must meet the challenge” - Carnegie Council on Adolescent Development, 1989, p.61

Purpose Of The Health Service Reference Guide

A close relationship exists between education and health, both mental and physical. Health is fundamental to education and education is fundamental to health. Children with health problems may have barriers to learning that may limit their educational progress. The purpose of School Health is to bring each child to an optimum physical condition so that no child will be inhibited from reaching their educational goals.

The Health Services Reference Guide (HSRG) has been compiled to serve as a resource guide for school administrators and school health personnel to use in the development of their district-specific policies, procedures and forms.

These guidelines are intended to:

- Provide direction for school districts toward the development of school health programs
- Increase awareness of school health issues and the potential strategies available to resolve these issues
- Provide guidelines for the development of district school health programs, policies and procedures
- Serve as a guide for orientating new personnel

The Health Service Reference Guide (HSRG) replaces the Department of Education Health Services Manual (1995) and the Kentucky Systems Change Manual (1993). The HSRG includes guidelines and procedures from a number of sources including: the Texas Guide to School Health Programs, Jefferson County Public Schools Health Services Manual, Madison County Public Health Department, Kentucky Department of Public Health Reference Guide, School Nursing Practice, An Orientation Manual, 2nd Edition, and the School Health ALERT Clinical Guidelines.

The HSRG is available on-line at the Kentucky Department of Education web site under “School Health”. Schools will receive instructions on how to download the on-line HSRG and a copy is to be placed in the school library (according to [KRS 156.501](#)). One copy of the HSRG on CD will be sent to each school district’s health coordinator. For further information, please contact:

Coordinated School Health Program
Kentucky Department of Education
Capital Plaza Towers, 16th Floor
500 Mero Street
Frankfort, KY 40601
Phone 502-564-2706

The HSRG will be reviewed and updated on an annual schedule. Notices of the updates for the HSRG and other related communication for school health may be found at the Kentucky Department of Education website (<http://www.education.ky.gov/>) It is the responsibility of the recipient of the HSRG to keep all changes to this manual current.

Who Should Use The Health Service Reference Guide

The intended audience for this guide is any school professional who has responsibility for one or more components of a coordinated school health program. The professional may include:

- School administrators such as superintendents, assistant superintendents, principals, director of pupil personnel (DPP)
- School health services personnel such as school registered nurses, nurse practitioners, physicians, school-based health center staff, school health coordinators and health educators.
- Teachers

Although this reference guide is written for professionals, it may also be used by other personnel who are involved in coordinated school health program to increase their understanding of the issues involved in school health. These persons may include:

- LPN's
- Paraprofessionals such as school health aides and/or instructional aides

What This Reference Guide Includes

The Health Services Reference Guide (HSRG) offers guidelines, definitions and sample forms for providing school health services. Topics discussed in the HSRG include: coordinated school health programs, school-nursing practice, school health services (student records, criteria for school enrollment, preventative screenings, immunizations, students with special health care needs, and other health concerns (i.e. allergies, asthma, diabetes, etc.). The HSRG also provides easy access to Kentucky Administrative Regulations (KAR), Kentucky Revised Statutes (KRS), Kentucky Board of Nursing Advisory Opinion Statements (KBN AOS), and Kentucky School Board Association (KSBA) policies and procedures that relate to school health services.